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ABSTRACT

This curriculum guide for entrepreneurship is one of four guides developed to aid in setting up either Code 30 or adult vocational programs in the home furnishings service area. Introductory materials include information on the project that developed the curriculum (purpose and procedure) and survey materials from the project (letter, instruction sheet, information sheet, task lists for drapery construction and window treatments, furniture renovation, and slipcover construction). A suggested curriculum guide is then provided for entrepreneurship. The competencies to be achieved are listed first. The curriculum guide in a chart format follows. In this chart tasks are coordinated with objectives and related learning activities, resources, and evaluations. A bibliography is also included. (YLB)

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Final Report of Project
No. 04-417-150-312

Curriculum Development for Code 30 Programs
in Home Furnishings Services
Dec. 15, 1981 - June 30, 1982

The project was funded through Research Turnback Monies under Vocational Education Act, Section 131.

The project was cooperatively conducted by Wisconsin Board of Vocational, Technical and Adult Education and Madison Area Technical College staff. Other districts participating were: Blackhawk Technical Institute, Southwest Wisconsin Technical Institute, Waukesha County Technical Institute and Fox Valley Technical Institute.

Carol Swiggum
Project Director

FORWARD

This publication is one of four suggested curriculum guides developed to aid the setting up of either Code 30 or adult vocational programs in the designated Home Furnishings areas: Window Treatment and Rod Installations, Slipcover Construction, Furniture Renovation (Refinishing and Reupholstering) and Entrepreneurship.

With each curriculum guide, there is a separate Resource Book containing illustrative and informative materials for teaching. The word RESOURCE is identified in all capital letters in the curriculum guide. Pages are listed.

In the curriculum guide, the word RESOURCE is identified in capital letters, and the pages from the Resource Book are listed. These materials may be reprinted for classroom use.

The Bibliography is listed on pages 28-30. In the curriculum guide, references are made to specific publications included in the Bibliography. The term Bibliography is stated and the number of the reference is given.

ACKNOWLEDGEMENTS

Special appreciation is extended to the following coordinators, consultants and post-secondary instructors for their efforts in the development of this curriculum for the home furnishings service programs.

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Blackhawk Technical Institute
Gateway Technical Institute
Madison Area Technical College
Southwest Wisconsin Technical Institute
Waukesha County Technical Institute

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PURPOSE OF THE PROJECT

Present Status of Programs.

In some districts the Home Furnishings Services one-year programs are having difficulty attracting sufficient enrollment to continue on a cost effective basis. These district advisory committees have indicated the need for restructuring curriculum into shorter, more intensified Code 30 programs to fill the occupational needs following the discontinuance of the Home Furnishings Service Program.

Purpose and Intent.

Purpose of this project was to develop short-term Home Furnishings Skills Program Curriculum. The implementation of the curriculum will train workers in the following Home Furnishings related occupations: Drapery Maker, Slipcover Maker, and Furniture Renovator.

There is a declared need by industry for skilled workers to be employed as Drapery Makers, Slipcover Makers and Furniture Renovators in the home furnishing and interior design industry. The skilled workers may be employed in workrooms of business operations, i.e. drapery shops, upholstery shops or they may be involved in entrepreneurship. The latter training could enable the displaced homemaker, the mother or father in the family, or the single parent to operate a small business and also enable one to care for the family.

The development of curriculum guides will aid any district state-wide in setting up either Code 30 or adult vocational programs in designated areas. Suggested titles for these Code 30 programs are Slipcovering Occupation, Furniture Restoration Occupation and Window Treatment Occupation.

PROCEDURE FOR CURRICULUM DEVELOPMENT

1. Wisconsin State Board Home Economics Consultant contacted staff from various districts to assist in the development of the curriculum.

   A project director was chosen as were curriculum writers in the following areas:
   - Furniture Renovation (Refinishing & Reupholstery)
   - Slipcover Construction
   - Window Treatments
   - Rod Installation
   - Entrepreneurship

2. Lists of employers and past graduates were obtained from the four participating districts.

3. The project director compiled three separate questionnaire surveys of performance tasks related to the areas: Furniture Renovating (Reupholstery and Refinishing); Drapery Construction and Window Treatments (including rod installation); and Slipcover Construction. All three questionnaires contained tasks associated with Entrepreneurship. The questionnaire was patterned after the Iowa's "Identification of Tasks in Home Economics Related Occupations."

   Each survey contained a checklist of tasks indicating the tasks performed in a particular job and the frequency of performance. A general information sheet was included to learn the characteristics of people involved in these occupations. Space was provided for respondents to list additional job tasks they performed. Refer to pages 4-10.

4. The number of questionnaire surveys sent out and the number returned is given below:

	Sent Out	Returned
Window Treatments (including rod installation)	26	9
Furniture Renovation	30	8
Slipcover Construction	7	2

Since this is a developing area, the number of participants to be surveyed was limited.

The rate of return of surveys appeared to be related to present status of economy, particularly in some districts.

5. The data findings of the surveys returned is recorded on the survey on pages 7-10. It states the number of respondents that performed a particular task daily, once a week, once a month, once a year, or never.

   The data findings showed a trend for workers in these home furnishings areas to be largely of the over 35 age group. The individuals engaged in these occupations were self-employed or worked with less than two employees. A large percentage had received their training at adult education classes or vocational school.

   The tasks performed by the individuals depended on the size of the business. In a smaller business (under three workers), the employee or self-employed person performed all the tasks of construction. In a larger business (10 or more workers), the employee did particular jobs such as cutter, sewer, etc.; but some moved around and performed different jobs at various times.

   Construction tasks were most frequently performed by the self-employed and employee of the larger business.

   Routine business tasks were performed by the self-employed, the boss or by a person specifically assigned to only that aspect.

6. Consultants, co-ordinators, project director, and instructors working on the project collected resource materials from educational institutions and other sources. The materials were distributed to the designated curriculum writers.

7. A format for the curriculum was developed. There were three columns. In the first column the tasks a worker in the particular occupation would need to perform were stated. The tasks stated on survey questionnaire were to be used as a guide.

   In the second column, the learnings the worker must comprehend in order to perform the task were stated.

   The last column was to be comprised of learning activities and resources that the teacher or student would do to provide learning or to learn the task. Resources in the form of illustrative and informative guide sheets would be listed here, and included in a separate resource book.

8. A separate bibliography would be at the end of the curriculum guide. It was to include the title, author, publisher (address), cost and synopsis of the resource.

9. A time frame was developed.

10. The project director met with individual curriculum writers. One meeting of all consultants, co-ordinators and curriculum writers was scheduled to review the suggested curriculum guides.

MADISON AREA TECHNICAL COLLEGE
211 NORTH CARROLL STREET, MADISON, WISCONSIN 53703

NORMAN P. MITBY
District Director

January 22, 1982

Dear

The Wisconsin Board of Vocational, Technical and Adult Education has approved a project for Madison Area Technical College to develop curriculum in some of the specialized areas in the Home Furnishings Services one year diploma program. The project will be cooperatively conducted by Madison Area Technical College staff and the Wisconsin Board of Vocational, Technical and Adult Education. Other district schools participating are: Blackhawk Technical Institute, Southwest Wisconsin Technical Institute, Waukesha County Technical Institute, and Fox Valley Technical Institute.

This project has been recommended by advisory committees to the Home Furnishings Services programs throughout the state. There are indications that individuals going into business or employment in these fields need more in-depth training in slip-covers, upholstery, furniture refinishing and restoration. draperies, window treatments and installation.

Some tasks for these jobs have been identified through research studies. We need your assistance to help verify these tasks so that the curriculum which is developed is relevant and meets today's training needs.

We would appreciate your completing the questionnaire and supplying additional suggestions and recommendations. Your response will be held in confidence and will not be identified in the report. We would appreciate receiving your response by February 4, 1982. Enclosed is a self-addressed, stamped envelope.

If you have further questions, please contact:

Carol Swiggum, Project Director	(608)222-6853
Phyllis Schwebke, Home Ec Chairperson	(608)266-5077
Helen Scheve, Home Ec Consultant WBVTAE	(608)266-1700.

We appreciate your cooperation.

Sincerely,

11

Norman P. Mitby

TASKS IN HOME FURNISHINGS RELATED OCCUPATIONS

Instruction Sheet

The questionnaire consists of two parts. The first part concerns information about yourself to help us determine the characteristics of people involved in these occupations. Please fill in the blanks completely. It is very important that blanks not be left empty. The information will, of course, remain confidential.

The second part of the questionnaire is in the form of a checklist. This list includes many tasks which might be part of the specific job. The list also includes tasks which one may never do. Please read each item very carefully before checking the appropriate column.

If you are performing the specific job (employee or self-employed) check tasks as they apply to you.

If you are an employer of a person in this occupation, check tasks you would expect the employee to perform.

(1) Check column 1 if the task is one which you or employee never do in the job.

(2) Check column 2 if the task is one which you or employee might do at least once a year in the job.

(3) Check column 3 if the task is one which you or employee would do at least once a month in the job.

(4) Check column 4 if the task is one which you or employee would do at least once a week in the job.

(5) Check column 5 if the task is one which you or employee would do every day in the job.

It is important that you check every item on the list. At the end of the checklist, space is provided in which you may list tasks that are a part of your job which we may have omitted in our list; also indicate how often you do these tasks. It is very important to the study that each person identify the tasks he performs that we may have omitted.

Thank you for your time--your cooperation is appreciated.

INFORMATION SHEET

1. Name _____

2. Where employed (business or home) _____

3. Business address _____

4. Type of business _____

5. Size of business - total number of employees _____

6. Your occupation or job title _____

7. Number of employees in your occupation _____

8. Total length of time employed in this occupation _____

9. Age _____ Sex _____

10. Highest grade completed in school (please circle)

6	7	8	9	10	11	12	13	14	15	16
elementary				high school				college		

11. Additional schooling or training (please check)

_____none
_____trade school
_____area college
_____adult education classes
_____other (list) _____

12. On the job training (please check)

_____none
_____short course provided by business
_____observation of another employee in the same occupation
_____instruction in tasks and duties by manager or person in charge
_____other (list) _____

13. Length of training checked in #12 above _____

Drapery Construction and Window Treatments
(including installation)

Tasks for Home Furnishings Related Occupations
CHECK LIST

		TASKS PERFORMED				
		never 1	once a year 2	once a month 3	once a week 4	daily 5
1.	Replenish drapery workroom tables with thread, needles, scissors, and measuring guides	2	4	3		
2.	Allocate/assign work to others in workroom	3		3		3
3.	Record amount of time needed for various workroom assignments	3	1		2	3
4.	Inspect merchandise for damage both when received and when shipped			3	1	5
5.	Keep customer records of sales and service			2	4	3
6.	Estimate cost for simple projects	1		2	3	3
7.	Order supplies and equipment; type purchase orders	1		4	3	1
8.	Handle customer complaints	2	2	1	1	2
9.	See salesmen (wholesale) who come to show new lines	1	5	2		1
10.	Take inventory	1	5	2		
11.	Keep workroom clean and orderly			2	3	4
12.	Store supplies and equipment in appropriate places			2	1	6
13.	Keep storage room clean and orderly			4	5	
14.	Keep display room clean and orderly	1	1	1	2	4
15.	Organize and file samples		2	2	3	2
16.	Straighten catalogs	2		2	3	2
17.	Keep sample file up to date. Mark current prices and discontinueds	1	1	5	2	
18.	Assist in displays and window arrangements - both inside and outside of the store	5		1	2	
19.	Keep display windows clean and orderly	6			2	
20.	Answer telephone, take messages, answer questions	1			1	7
21.	Pack and unpack merchandise			1	4	4
22.	Do filing and routine office work	1			6	2
23.	Record, mark, and code new merchandise	2		3	2	2
24.	Type invoices (bills)	1		3	3	2

Drapery Construction and Window Treatments
(including installation)

Tasks for Home Furnishings Related Occupations
CHECK LIST

		TASKS PERFORMED				
		never 1	once a year 2	once a month 3	once a week 4	daily 5
25.	Select and coordinate fabric, lining, facings, and thread			3	3	3
26.	Select trim		4	3		2
27.	Cut drapery in lengths			1	4	4
28.	Fold and crease drapery hems and sides			1	3	5
29.	Stitch drapery lengths, sides, hems			1	3	5
30.	Use industrial blind hemmer machine	3		3		3
31.	Use serger or overlock on seams	3		2		4
32.	Attach lining to drapery			3	1	5
33.	Insert crinoline at top of drapery			3	1	5
34.	Calculate size of pleats and spaces			2	2	5
35.	Pin off drapery pleats			2	2	5
36.	Stitch drapery pleats			2	2	5
37.	Break and tack drapery pleats			2	2	5
38.	Use tacking machine	4		2		3
39.	Attach trimming by hand or machine		4	4		1
40.	Press drapery			4	1	4
41.	Insert hooks in completed drapery		1	1	3	4
42.	Inspect finished drapery for accuracy			2	3	4
43.	Fold (stack) and store drapery			2	3	4
44.	Clean sewing machine			4	4	1
45.	Repair and/or alter drapery	1	3	3	2	
46.	Construct Roman shades	3	3	2	1	
47.	Construct scalloped valences	3	5	1		
48.	Construct swags and jabots	3	4	2		
49.	Cover cornices	4	2	3		
50.	Straighten drapery and upholstery samples			3	4	2
51.	Show samples to customers in store		2	2	3	2
52.	Show samples to customers in their homes		1	4	3	1

Drapery Construction and Window Treatments (including installation)

Tasks for Home Furnishings Related Occupations CHECK LIST

		TASKS PERFORMED				
		never 1	once a year 2	once a month 3	once a week 4	daily 5
53.	Sketch draperies and cornices for clients	2	4		1	2
54.	Take measurements at client's home for drapery		1	4	2	2
55.	Estimate yardage needed for drapery			3	2	4
56.	Measure and estimate yardage for cornices	2	4			3
57.	Measure and estimate yardage for window shades	4	2			3
58.	Compute cost of fabric from measurements, work specifications, and type of fabric			3	2	4
59.	Itemize cost of labor in making and installing household accessories		1	3	2	3
60.	Record on sales check or contract total price of making and installing household accessories			4	3	2
61.	Load, unload, and move merchandise to client's home	1		5	2	1
62.	Give instructions for the installation of rods and other hardware for drapery	1		4	2	2
63.	Install hardware and hang draperies in home		1	3	3	2
64.	Inspect draperies after installation in home	1		5	2	1
65.	Read and interpret order forms	3		1		5
66.	Consult with Interior Designer about details of job	2	3		1	3
67.	Read own and competitor's ads	1		1	5	1
68.	Check to be sure safety laws and rules are observed in store areas and displays	4	1	2	2	
69.	Train and/or supervise display helpers, aides or clerks	2	3	3	1	
70.	Run errands for person in charge	2	2	4		1
71.	Attend shows of merchandise, display supplies, equipment and/or fixtures		1	6	2	
72.	Sell fabric			3	3	3

Drapery Construction and Window Treatments
(including installation)

Tasks for Home Furnishings Related Occupations
CHECK LIST

		TASKS PERFORMED				
		never 1	once a year 2	once a month 3	once a week 4	daily 5
73.	Make daily journal entries	1			4	4
74.	Do quarterly sales tax calculations and reports	4	3	2		
75.	Do annual (and if necessary, quarterly estimates) of income tax calculations	2	5	2		
76.	Process daily banking receipts	3	1	2	2	1
77.	Obtain new or renewed credit	6	3			
78.	Compose profit and loss and balance sheets	3	3			
79.	Do payroll	6		3		
80.	Make provisions for return of damaged or flawed goods		3	3	3	
81.	Write business letters	2	2	2	2	1
82.	Interview prospective employees	4	2	1	1	
83.	Collaborate on advertising layout and content	5		1	2	
84.	Attend community businessman's pursuits	5	2		1	
85.	Update by reading of new products, developments, seminars			5	4	
86.	Do bank statement reconciliation	4		5		

Please list any other tasks you do:

Supervises employees
Interpret some work orders for employees
Adjust labor prices for workroom
Write and update price book for customers
Necessary to learn Ripplefold, etc. drapery heading techniques
How to start your own business: Invest in business cards, logo and letter head stationery, apply for sales tax number, then send for your samples. The supplier needs your tax number and the letter head paper shows you mean business. Supplier wants 3 credit references.
I have a small business and the amount of work varies according to the time of year.
I usually get out about 1 order per week but do work on several orders at one time.

FURNITURE RENOVATING
(Reupholstery and Refinishing)

Tasks for Home Furnishings Related Occupations
CHECK LIST

		TASKS PERFORMED				
		never 1	once a year 2	once a month 3	once a week 4	daily 5
1.	Strip old coverings off furniture	1		1	1	5
2.	Reglue joints in furniture	1		1	3	3
3.	Replace cracked or broken pieces in furniture	1	1	1	3	2
4.	Replace straps under cushions and springs			1	2	5
5.	Retie springs in cushion		1		3	4
6.	Attach upholstery fabric to furniture				2	6
7.	Cover buttons				4	4
8.	Attach buttons to furniture				4	4
9.	Inspect finished upholstery for accuracy				2	6
10.	Inspect furniture before deliver to customer				3	5
11.	Use an air/electric stapler			3	1	4
12.	Use power drill	2		1	2	3
13.	Select and coordinate fabric and thread	1			2	5
14.	Select trim	2			2	4
15.	Determine cutting lines by pinning and marking fabric				2	6
16.	Determine proper placement of fabric grainline on upholstered furniture				2	6
17.	Cut new upholstery pieces from old ones				2	6
18.	Cut fabric to size and shape of furniture				2	6
19.	Pin cut pieces together	1			1	6
20.	Join upholstery pieces on sewing machine				2	6
21.	Use power sewing machine to do stitching				2	6
22.	Measure width and distance between pleats for upholstery		1		2	5
23.	Fold pleats for upholstery				4	4
24.	Stitch pleats				4	4
25.	Stitch piping and welt to seam by machine				2	6
26.	Attach trimming by hand or machine	1			2	5
27.	Position and sew zipper or tape with fasteners for upholstery				4	4
28.	Hand sew knots to prevent raveling	1	1	3	1	2

FURNITURE RENOVATING
(Reupholstery and Refinishing)

Tasks for Home Furnishings Related Occupations
CHECK LIST

		TASKS PERFORMED				
		never 1	once a year 2	once a month 3	once a week 4	daily 5
29.	Clean sewing machine			1	2	2
30.	Select and install holding devices for sewing machine	1	2			2
31.	Cut new foam cushions into right shapes			2		3
32.	Sew piping for cushions edging, trimming					5
33.	Put zippers into cushions				3	2
34.	Use cushion stuffer machine	3			2	1
35.	Do necessary hand sewing to close cushions				3	2
36.	Examine broken or damaged furniture to determine extent of repairs required	1			2	2
37.	Show samples to customers in store	3	1			1
38.	Show samples to customers in their homes	2			2	1
39.	Advise customers on color and type of fabric to use for upholstery	2			1	2
40.	Estimate yardage needed for upholstering a piece of furniture	1			2	2
41.	Measure and estimate yardage for pillows, cushions, or bolsters	1			2	2
42.	Compute cost of fabric from measurements, work specifications, and type of fabric	1			2	2
43.	Itemize cost of labor in making and attaching upholstery	1			2	2
44.	Record on sales check or contract total price of upholstery job	1			2	2
45.	Read and interpret order forms	2	1		1	1
46.	Load, unload, and move merchandise to and from customer's home	1			3	1
47.	Straighten upholstery samples	1		1	3	
48.	Appriase customer's used furniture to determine trade-in allownace	4	1			
49.	Keep workroom clean and orderly	1			1	3
50.	Store supplies and equipment in appropriate places	1		2		2
51.	Keep storage room clean and orderly	1			4	
52.	Keep display room clean and orderly	1			2	2
53.	Straighten catalogs	2		2	1	
54.	Keep sample file up-to-date	2		3		
55.	Organize and file samples	2		3		
56.	Keep display windows clean and orderly	3		2		

FURNITURE RENOVATING
(Reupholstery and Refinishing)

Tasks for Home Furnishings Related Occupations
CHECK LIST

		TASKS PERFORMED				
		never 1	once a year 2	once a month 3	once a week 4	daily 5
57.	Assist in display and window arrangements, both inside and outside of store	5		2		
58.	Answer telephone, take messages, answer questions	1		1	2	4
59.	Pack and unpack merchandise	1		2	5	
60.	Do filing and routine office work	2			2	4
61.	Record and process mail orders	2		2	2	2
62.	Type invoices (bills)	4	2	1		1
63.	Record, mark, and code new merchandise	5		1	1	1
64.	Inspect merchandise for damage, both when received and when shipped			2	4	2
65.	Estimate cost for simple projects	2			4	2
66.	Keep customer records of sales and service	2			4	2
67.	Order supplies and equipment; type purchase orders	2	1	1	3	
68.	Handle customer complaints	2	1	1	2	1
69.	See salesmen (wholesale) who come to show new lines	1	1	4		
70.	Take inventory	1	4			1
71.	Strip wood of finishes	4	1		1	2
72.	Sand wooden parts of furniture	2	1	1	1	3
73.	Stain/varnish/oil/paint furniture to customer's specifications	3		2	1	2
74.	Touch up scratches, repair upholstery, clean surfaces of used furniture	1	2	2	2	1
75.	Polish furniture	3			3	2
76.	Check to be sure safety laws and rules are observed in store areas and displays	2	1	1	1	1
77.	Read own and competitor's ads	1		1	2	3
78.	Run errands for person in charge	1	1		1	4
79.	Allocate/assign work to others in workroom	1		1	2	3
80.	Arrange steps in the order to be followed when attaching upholstered fabric to furniture				2	4
81.	Record amount of time needed for various workroom assignments	3			1	2
82.	Attend shows of merchandise, display supplies, equipment and/or fixtures	4	1		1	
83.	Shampoo upholstery fabric	4	1		1	

FURNITURE RENOVATING
(Reupholstery and Refinishing)

Tasks for Home Furnishings Related Occupations
CHECK LIST

		TASKS PERFORMED				
		never 1	once a year 2	once a month 3	once a week 4	daily 5
84.	Do daily journal entries	2			1	2
85.	Do quarterly sales tax calculations and reports	3		2		
86.	Do annual (and if necessary, quarterly estimates) of income tax calculations	1	3			
87.	Process daily banking receipts	1			3	1
88.	Obtain new or renewed credit	2	2		1	
89.	Compose profit and loss and balance sheets	2	2	1		
90.	Do payroll	3		1	1	
91.	Make provisions for return of damaged or flawed goods	1	2	2		
92.	Write business letters	1		4		
93.	Interview prospective employees	2	2	1		
94.	Collaborate on advertising layout and content	3	2			
95.	Attend community businessman's pursuits	4	1			
96.	Do bank statement reconciliation	1		4		

Please list any other tasks performed:

Estimate all jobs
Mark samples
Separate old samples
Deliver and pick up furniture
Once a week
  Do sales work
  Visit related business for help and compare business practice
  Solicit new business
Wife does bookkeeping, etc.
Veneer repair, seat weaver, carve to match missing pieces with plastic-like material, oil, mask off areas, splice cracks, patch, fill, hand glaze, wet sand, rub out, buff.
Upholstery is considerably faster with staple gun. Almost everyone uses it 3/4 of the day.

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Slipcover Construction

Tasks for Home Furnishings Related Occupations
CHECK LIST

TASKS	TASKS PERFORMED				
	never 1	once a year 2	once a month 3	once a week 4	daily 5
1. Advise customers on color and type of fabric to use for slipcovers				2	
2. Measure piece of furniture to determine yardage				2	
3. Estimate yardage needed for slipcovering a piece of furniture				2	
4. Measure, drape, and smooth fabric for slipcovers over sections of furniture				2	
5. Determine cutting lines by pinning or marking fabric for slipcovers				2	
6. Cut new slipcover pieces from old ones		1	1		
7. Pin cut pieces together for slipcovers				2	
8. Join slipcover pieces on standard sewing machine			1	1	
9. Join slipcover pieces on industrial sewing machine				2	
10. Cut fabric strips to make piping				2	
11. Construct the piping				2	
12. Stitch piping or welt to seam using standard machine	1			1	
13. Stitch piping or welt to seam using special machine attachment	1			1	
14. Measure width and distance between pleats for slipcovers			2		
15. Fold pleats for slipcovers			2		
16. Stitch pleats on slipcovers by machine			2		
17. Position and sew zipper or tape with fasteners to slipcovers			2		
18. Do necessary hand sewing to close cushions				2	
19. Cover buttons		1	1		
20. Attach buttons to cushions		1	1		
21. Weave or knot yarn to make braid or fringe	2				
22. Attach braid or fringe to slipcover		1	1		
23. Straighten slipcover fabric samples			1	1	
24. Show samples to customers in store	1		1		
25. Show samples to customers in their homes	1		1		
26. Compute cost of fabric from measurements work specifications and type of fabric			1	1	

Slipcover Construction

Tasks for Home Furnishings Related Occupations
CHECK LIST

TASKS PERFORMED

	never 1	once a year 2	once a month 3	once a week 4	daily 5
27. Itemize cost of labor in making slipcover			1	1	
28. Record on sales check or contract, total price of making slipcover			1	1	
29. Load, unload and move merchandise to client's home			1	1	
30. Clean sewing machine				2	
31. Read and interpret work order forms				2	
32. Keep workroom clean and orderly				1	1
33. Store supplies and equipment in appropriate places					
34. Keep storage room clean and orderly			1	1	
35. Keep display room clean and orderly		1	1		
36. Keep sample file up to date. Mark current prices and discontinueds		1	1		
37. Organize and file samples			2		
38. Answer telephone, take messages, answer questions				1	1
39. Pack and unpack merchandise			1	1	
40. Do filing and routine office work	1	1			
41. Type invoices (bills)	1	1			
42. Record, mark, and code new merchandise		1	1		
43. Inspect merchandise for damage, both when received and when shipped			1	1	
44. Keep customer records of sales and service		1	1		
45. Order supplies and equipment; type purchase orders			2		
46. Handle customer complaints		1	1		
47. See salesmen (wholesale) who come to show new lines		2			
48. Take inventory		1	1		
49. Check to be sure safety laws and rules are observed in work area			2		
50. Run errands for person in charge	1		1		
51. Allocate/assign work to others in workroom	2				
52. Record amount of time needed for various workroom assignments			1	1	
53. Make daily journal entries	1		1		
54. Do quarterly sales tax calculations and reports			2		

Slipcover Construction

Tasks for Home Furnishings Related Occupations
CHECK LIST

		TASKS PERFORMED				
		never 1	once a year 2	once a month 3	once a week 4	daily 5
55.	Do annual (and if necessary, quarterly estimates) of income tax calculations		2			
56.	Process daily banking receipts			2		
57.	Obtain new or renewed credit	1	1			
58.	Compose profit and loss and balance sheets	2				
59.	Do payroll	2				
60.	Make provisions for return of damaged or flawed goods		2			
61.	Write business letters			2		
62.	Interview prospective employees	2				
63.	Collaborate on advertising layout and content	2				
64.	Attend community businessman's pursuits	2				
65.	Update by reading on new products, developments, seminars			2		
66.	Do bank statement reconciliation			2		

Please list any other tasks you do:

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SUGGESTED CURRICULUM GUIDE

FOR

ENTREPRENEURSHIP

OVERVIEW

A. GETTING READY

1. Aptitudes, personality (list of all home ec related businesses)
2. Select a business, a product, a service
3. Legal forms
4. Location, zoning, traffic study
5. Capital and credit, also credit references

B. WADING IN

1. Select name, logo, image, target market
2. Cards, stationery, equipment needs and supplies
3. Permits, license
4. Supplier resources
5. Pricing
6. Insurance

C. IN THE SWIM

1. Advertising and publicity
2. Associations
3. Discounts, trade and cash
4. Bookkeeping, including payroll, P & L, income statement, ratios, bank reconciliation statement
5. Taxes
6. Collections - receivables
7. Selling and customer relations; buying motives
8. Transportation
9. Inventory kinds: LIFO, FIFO
10. Misc. - theft, fraud, bad checks

D. A BIGGER POOL

1. Personnel management

E. GETTING OUT

1. Keep your options open

Tasks	Objectives	Learning Activities/ Resources/Evaluations
A. GETTING READY		
I. Determine if entrepreneurship is the route to choose	1. Study aptitudes, personalities suggested for success by the experts	• Lecture - discussion • Students take SBA traits questionnaires; evaluate results • Bibliography 1, 2, 5, 15, 16 (Vol. I) RESOURCE, pp. 1-3
II. Select a specific business product or service	1. List the occupational titles which exist in the home economic areas of interest A. develop list of personal skills from SBA questionnaire B. compare with list of those activities found most enjoyable C. identify job activities with the various titles D. deduce which combination of skill, aptitude, tasks, would be most desirable	• Student make lists in chart form; teacher observe common traits which reoccur; student choose home ec area business to be "his" for the course of study; teacher lecture and class discussion • Write objectives of the business - short term and long term • Bibliography 8, 11, 12, 2, 15, 17 RESOURCE, pp. 4-6
III. Identify legal forms of small business	1. List advantages and disadvantages of forms of sole owner, partnership, sub chapter, corporation, franchise, or associate (design) with regard to taxes, risk, capital raising, ease of formation, continuity	• Student choose form in which he will operate • Complete SBA form for 3 mos. needs • Write short term goals (for first 3 mos. and first year) • Bibliography 1, 3, 4, 6, 7, 9, 15, 16 (Vol. I

Tasks	Objectives	Learning Activities/ Resources/Evaluations
IV. Select location	1. Distinguish between home and store based locations	• Field trip
	2. Produce traffic study	• Bibliography 1, 4, 5, 6, 15, 16 (Vol. II)
	3. Analyze zoning laws	• Chart traffic
V. Obtain capital	1. Estimate start up costs	• Banker speaker
	2. List logical references and credit sources	• Bibliography 1, 2, 3, 5, 9, 16 (Vol. II)
B. WADING IN		
I. Select home, image, logo, target market	1. Analyze logos	• Gather logos
	2. Evaluate images from cases	• Compose logo, business card
		• "Try on" names
		• Bibliography 1, 2, 3, 4, 17
II. Determine stationery and equipment needs	1. Apply color psychology	• Make lists
	2. Analyze details, size, etc. by practical standards	• Do readings from sources
		• Compose samples
		• Bibliography 4
		• RESOURCE pp. 7-8

Tasks	Objectives	Learning Activities/ Resources/Evaluations
II. Obtain licenses, permits	1. Discover which licenses needed, information required, source agents and costs via readings and lecture	• Sample copy of some licenses RESOURCE, pp. 9-10 • Bibliography 1, 15
V. Determine supplier resources	1. Develop source list via publications	• Learn use of price lists
	2. Devise use of public sources	• Compare sources
	3. Understand role of supplier beyond product	• Source: Trade publications
	4. Provide time to talk with suppliers for information pertinent to your specific business	
V. Develop rules of pricing	1. Study markup - markdown formulas	• Practice exercises - homework
	2. Interpret terminology	•
		• Bibliography 1, 3, 9
VI. Become cognizant of insurance	1. Distinguish between various types	• Guest speaker
	2. Determine specific needs for risks of chosen business	• Bibliography 1, 2, 3, 4, 6

Tasks	Objectives	Learning Activities/ Resources/Evaluations
C. IN THE SWIM		
I. Analyze advertising media	1. Classify appropriateness of different media for specific businesses	• Compare competitor advertising
		• Gather examples
	2. Distinguish between advertising and publicity and methods of obtaining same	• Create a display featuring some product or service
	3. Select display techniques appropriate to specific businesses	• Bibliography 1, 2, 3, 5, 17
	4. Devise window display schedules according to the business type and location	
II. Predict association benefit	1. Plan progression of involvement	• List appropriate associations, frequency and dues
	2. Observe business value via community involvement	• Bibliography 1, 2, 7, 16 (Vol. III)
	3. Develop "reading time" to stay current on new trends, etc.	
III. Develop awareness of trade and cash discounts	1. Recognize reasons for discount existence	• Calculation practice exercises
		• List the kinds
	2. Determine value of a discount and when to use or not	• Exam evaluation
		• Bibliography 6 RESOURCE, pp. 11-12

Tasks	Objectives	Learning Activities/ Resources/Evaluations
IV. Develop bookkeeping records	1. Distinguish source and summary records.	• Practice sheets, bank reconciliation, ratio research and practice.
	2. Determine if business will use:	• Quizzes
	A. single or double entry books	• Bibliography 1, 2, 4, 7, 9, 10, 15, 16 (Vol. III) RESOURCE, p. 13 RESOURCE (Glossary), pp. 15-22
	B. cash or accrual	
	C. number of journals & ledgers	
	D. which statements will be produced & how frequently	
	E. hire accountant, bookkeeper or self	
	F. frequency of ratio calculations	
	3. Understand function of ratios	
	4. Distinguish between P & L and balance sheet	
	5. Appreciate value of prompt bank reconciliations	
V. Determine applicable taxes	1. Understand implications of new tax laws for small businesses	• List taxes applicable to different businesses
		• IRS representative as speaker
	2. Recognize the relationship between taxes and legal form of business	• Bibliography 1, 2, 4, 7, 15, 16 (Vol. II)

Tasks	Objectives	Learning Activities/ Resources/Evaluations
VI. Set up collection methods	1. Study methods of follow up	• Compose collection letter
	2. List:	• Compose collection call
	A. reasons for change	• Bibliography 2, 7
	B. effect on cash flow	
	C. credit effect	
	D. economic indicators	
	E. aging plan	
VII. Develop the art of selling	1. Identify first impressions	• Role play - RESOURCE, p. 14
	2. Develop plan for product knowledge education	• Body language presentation
		• Observe salespeople
	3. Study sale closings	• Bibliography 1, 2, 5, 16 (Vol. III)
	4. Propose increased communication methods	
VIII. Making transportation selections	1. Become aware of the assignation of transit ownership	• Learn the types of transportation available
		• Handouts, charts
	2. Become aware of the legal liabilities in time lapse	

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Tasks	Objectives	Learning Activities/ Resources/Evaluations
IX. Select inventory methods	1. Determine: A. method B. frequency 2. Distinguish between LIFO & FIFO	• Make calculations for comparisons • Bibliography 2, 7, 9
X. Recognize the existence of miscellaneous hazards	1. Identify experiences on bad checks, fraud 2. Determine options & prevention measures	• Copyright rules • Research security measures, policies, costs • Organize a plan to cover certain hazards by size of business assets • Bibliography 1, 2, 3, 16 (Vol. III)
D. A BIGGER POOL		
I. Develop expansion plans to include personnel management	1. Identify need to: A. study effective styles B. develop a communication plan C. recognize the costs, problems, records inflation with expansion D. study the economic scene E. search out the newest legislation	• Gather as many facts as possible and assess the future based on today • Bibliography 7, 9, 14, 15, 3, 16 (Vol. III)

Tasks	Objectives	Learning Activities/ Resources/Evaluations
E. GETTING OUT		
I. Keep your options open	1. Decide if:	• Discuss why and when someone may wish to cease -- or even change to another business
	A. your business is more profitable as working for someone else	• Bibliography 9, 13
	B. do you have successors involved now	
	C. is it time to retire and enjoy more freedom	
	D. can you afford to remain or are you going bankrupt	
	2. Study bankruptcy, signs, conditions, and effects	• Exam evaluation

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